

MIDDLETOWN TOWNSHIP PUBLIC LIBRARY
55 New Monmouth Road, Middletown, NJ 07748
Reorganization/Regular Board Meeting Agenda
January 16, 2013
REVISED

I. CALL TO ORDER

A. MISSION STATEMENT

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

B. STATEMENT OF ADEQUATE NOTICE

The January 16, 2013 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the Asbury Park Press on January 14, 2012 and posted in the Library and at Town Hall on January 11, 2013, in accordance with the "Open Public Meetings Act," P.L. 1975, c.231.

C. Introduction of Robert Cordiano – Mayors 2013 Designee

D. ROLL CALL

Nelsen	<u>✓</u>	Monaghan	<u>✓</u>	Breen	<u>✓</u>
Convery	<u>✓</u>	Cordiano	<u>✓</u>	Siebert	<u>✓</u>
Wilson	<u>✓</u>	Siwiec	<u>✓</u>	Vitkansas	<u>✓</u>

Also present: McOmber ✓ O'Neal ✓ LaTona ✓

E. Flag Salute

II. Nominations/Election of 2013 Officers

III. Public Session on Agenda items

Statement to the Public

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda.

The Board may not respond to questions during the public participation portion.

IV. Minutes of December 18, 2012 Regular Meeting

V. November/December Financial Reports – Action

- A. Voucher List of Bills to Pay 2012 –N/A
- B. Overview 2012 Checks
- C. Financial Report as of 11/31/12
- D. Statement of Financial Assets of 12/1/12

VI. Old Business

-2013 Budget

VII. Correspondence

VIII. Reports

Middletown Township Public Library
55 New Monmouth Road, Middletown, NJ 07748
Regular Board Meeting Agenda
October 17, 2012 – 7:00pm

- A. President
- B. Director
- C. Foundation

IX. New Business

- A. Purchasing Resolutions
- B. Appointment of Standing Committees – Personnel & Finance
- C. Establishment of Book Rental Program
- D. Meeting Dates in 2013 - Motion

X. Public Session

XI. Executive Session (if needed)

XII. Adjournment

Middletown Public Library

Board Minutes –December 18, 2012

The Regular meeting of the Board of Trustees of the Middletown Township Public Library was held on December 18, 2012 at the Middletown Main Library. President, Larry Nelsen, opened the meeting in compliance with the Open Public Law Act at 6:20 p.m. with Roll Call.

Present:

X Nelsen X Breen ___ Murray ___ Wilson X Convery
X Siebert X Siwiec X Vitkansas X Monaghan

Absent: Murray, Wilson

Also in attendance was:

<u>X</u> Armen McOmber	<u>X</u> Susan O'Neal	<u>X</u> Wendy LaTona	<u>X</u> Mayor Fiore
McOmber & McOmber	Director	Secretary, Board/Comm.	For his designee

Salute to the Flag

Mr. Siebert moved the Closed Session Resolution. It was seconded by Mr. Siwec and carried unanimously. Mr. Nelson read the Closed Session Resolution and the subject matter that the Board would be discussing during the Closed Session.

At 6:58pm Mr. Siebert motioned for the Board to return to Open/Regular Session. It was seconded by Mr. Siwec and carried unanimously.

At 7:02pm the Board began the Regular meeting of the Board of Trustees of the Middletown Township Public Library.

Public Portion:

Melanie Elmiger, Green Terrace, Lincroft, implored the Board of Trustees to collaborate with the Township Committee, and the public to enhance the quality of life in Middletown and to allow them to continue to be able provide excellent services as well as keeping this library a robust system.

Ken Scheibner, Middletown resident and library user showed concern about the library's ability to maintain the building after paying all these chargebacks. Mr. Scheibner asked if Township was taking ownership for their taking funds and the effect it has had on this library. For example, what happens in the future if major repairs are needed? The Mayor responded that the Township pays \$560,000 per year for this buildings debt service and that the Township will be responsible for maintaining this building.

Joe Braun resident and retired Middletown Deputy Police expressed the importance of the free programs this library offers the community and that community members think highly of this library and do not want to see the operation of it compromised. Mr. Braun wanted to know if the chargebacks jeopardize the operations of the branches.

Linda Baum, 19 May Court discussed her issues with errors/inadequacies of the Township chargebacks. Ms. Baum requested an update on the status of the questions that she has raised at last month's meeting. Ms. Baum was told she could OPRA request the document in question. Mr. Nelson said the final budget will be approved at the January 16, 2013 Reorganization meeting.

Mr. Brewer, Oakhill resident spoke and said the Middletown Public library is an illustrious example of what Middletown can do and would like to continue to see it prosper for the members of the community.

Ester Nelsen, Middletown resident feels strongly about what the branches offers there communities and feels that strategically steps should be taken to keep programs and the branches open for the children of their respective communities. She also expressed a strong belief of community involvement.

Public Session ended at 7:26pm.

November Minutes: Mr. Siwec made a motion to accept the November minutes. It was seconded by Ms. Breen and carried unanimously with abstentions from Convery, Fiore, and Siebert.

Executive Session Minutes: Ms. Breen made a motion to accept the Executive Session minutes of the November 2012 meeting. It was seconded by Mr. Siwec and carried unanimously by roll call vote with abstentions from Convery, Fiore, and Siebert.

Introduction of Scott Kushner: Ms. O'Neal introduced Mr. Kushner of the IT department. Mr. Kushner gave a detailed report of his job responsibilities/functions and background in both the IT department and as a senior librarian of the library. Mr. Kushner reviewed of his networking and programming abilities and how he has assisted the library in its transfer to its new Koha system and plans for digitizing more local history documents.

December Voucher Lists: Mr. Siebert made a motion to accept all Financial Reports including Voucher List of Bills to Pay 2012, 2012 Checks, 11/31/12 Financial Report, and the 12/1/12 Statement of Financial Assets as submitted. It was seconded by Ms. Breen and carried unanimously by roll call vote. Mayor Fiore asked for a clarification of the encumbered column in the reports.

Correspondence: A memo complimenting Ms. Wianecki for her assistance with a computer problem was circulated.

President Report: Mr. Nelsen thanked the Personnel and Financial committees for all their efforts and thanked the Mayor as well for the Townships efforts in working with the library's Finance Committee.

Directors Report: Ms. O'Neal provided an oral report.

- Circulation has trended down about 5% which is consistent with the state and national trends. However the library's budget has been down too, allowing for buying fewer books. There was a downswing in the purchase of materials. October and November were very effected by the storm. Surveys are starting to say that people are reading less but children are reading more. It appears there will be no million dollar circulation celebration this year.

- Announced two resignations: Kathryn Mohr and Cecilia Cummins, part-time library assistants.
- Mentioned the two resolutions under new business that will be voted on for continued legal services and HVAC system of the library.
- Ms. O'Neal thanked the Finance Committee for all their efforts and hard collaboration for the detailed work and many revisions of the 2103 budget.

Foundation Report: Foundation will meet again in January to discuss the library's fiscal situation as well as its own fiscal situation. In lieu of Hurricane Sandy, the Foundation had decided to postpone its annual campaign and will discuss additional fund raising options. In December there was \$1,200 in donations from repeat donors.

Old Business:

Mr. Nelsen made a motion to table the discussion of the program policy and charging for services for a later date. It was seconded by Mr. Siebert and carried unanimously.

New Business:

Introduction of 2013 Budget: Copies were distributed to the Board and placed out for the public to review. Mr. Nelsen spoke about how expenses are up and funding is down and that municipal library funding is based on a statutory formula. There has been a 3 year drop in funding. This is a very serious problem for the library. The library performs many functions for the Middletown community and we value that and it is a useful tool to all of our residents. We have done a few things to increase our revenue such as increasing late charge fees and are exploring avenues to create revenue by charging for certain premium services. Mr. Nelsen stated that after reviewing all the expenses the library incurs, the library can no longer support its branches. Closing the branch locations is the only way to save the library materials budget.

Budget Comments:

Mayor Fiore said after meeting with the Finance Committee several times found some room for reductions and they have been applied to the library's budget, leaving a 3% balance of the reserve funds for the library.

Ms. O'Neal stated that she understands that branch closings are very painful for the community. However, since the branches are providing only 11% of the entire circulation, the decision had to be made to preserve the Main library. Ms. O'Neal said we will work closely with the community to see what resources the library can provide such as adding additional programs that were available at the branch times to encourage families to come to Main. Salary and wages are 73% of the library's budget and therefore we needed to cut where it would be most effective.

Mr. Convery – asked “what is the trend in usage for each branch”. Ms. O'Neal said that since Ms. McGrath was placed in Lincroft there number increased to 6%. Bayshore was at a steady 3.5% and Navesink was currently at 1.5%. A Total of 11%.

Mayor Fiore – asked Ms. O’Neal if she was coming in fresh from a new start based on the economy would she make a recommendation to open branches. She replied that if she was designing a library system from scratch she would build the best Main library I possibly could and not open branches. If funds were unlimited, she would look for a mobile library to go out with outreach services, to key places in the community.

Mr. Monaghan asked “what is the actual savings of closing of the branches”. Ms. O’Neal responded that the cost of operating is higher than the cost of savings. The savings would come to a little under \$200,000 and would be added to the salary/benefits line item. Even closing the branches we are still cutting into the reserves and with the Sandy affect don’t know what is going to happen to library funding.

Mayor Fiore – From my perspective and the Township Committee’s perspective the library is a valuable asset to this community. Mayor Fiore applauded the board for their efforts and due diligence in this serious economic crisis. Although the Mayor did not want to see branches close he said he could recognize that the usage of them vs. the maintenance and materials did not show feasibility to keep them open. Even if the town wanted to absorb the cost of benefits they no longer can. He said “I’m in no position to challenge the closing of the branches but do not want to see this building (Main branch) suffer at all”.

Vivian Breen –asked about the parking lot and that with branch closing this would cause more congestion at Main. The Mayor said that the Township has agreed to do the parking lot and is part of the Township’s capital project budget for 2013.

Mr. Siebert – commented that three years ago the municipal appropriation was 4.1 million dollars for the library. Now in 2013 it has decreased by 17%. To maintain Main and secure its existence, we need to close the branches.

Mr. Nelsen said that the 2103 budget will be voted on at the Reorganization/Regular meeting held in January. Any questions regarding the budget should be emailed to Ms. O’Neal and she will respond and forward to all Board members.

2013 Library Holiday Closing Schedule was reviewed by the Board of Trustees. Mr. Siebert made a motion to accept all 2013 holiday closings as submitted. It was seconded by Mr. Siwec and carried unanimously.

Mr. Siebert made a motion to make January 16, 2013 the Annual Reorganization/Regular meeting. It was seconded by Mr. Convery and carried unanimously.

Mr. Siebert moved Resolution 2012-42 to continue legal services from McOmber & McOmber until a newly appointed legal counsel at the same rate of \$135.00 until the new legal contract has been awarded by the Board of Trustees on January 16, 2013. It was seconded by Convery and carried unanimously by roll call vote.

Mr. Convery moved Resolution 2012-43 to continue the HVAC services/maintenance and repairs with Automated Building Control for 60 days in 2013 at the same 2012 rates until a new contract is awarded

by the bidding process. It was seconded by Ms. Breen and carried unanimously by roll call vote.

Public Comments:

Heather Coralus from Lincroft questioned Line item 31 for landscaping/snow removal fees would remain the same for 2013 since the Township is taking over some of the grounds keeping. Ms. O'Neal said that those savings have already been calculated for the 2013 budget and is reflected in that line item. She asked about ownership of each branch building, their asset value and the revenues that will come from those closings. Wanted to know how the library would meet the underserved areas of Middletown after these branches close. Ms. O'Neal said that reaching all areas and serving all sectors of the community will be challenging but the library will do its best to assist the community. Ms. O'Neal stated she will be looking for collaborations from businesses and government entities to accomplish this task.

Melanie Elmiger of Lincroft feels that all entities (Township, Library Board and School Board officials) should be collaborating so that the children have the proper resources for their school curriculums. Ms. Elmiger request a change in the Bylaws to reflect that a Township Committee member not serve on the Finance Committee due to a conflict of interest. The Mayor said although he understood her position he wanted the record to reflect that his designee served the Finance Committee well and showed no conflicts.

Mr. Convery stated that the Finance Committee makes recommendations to the Board of Trustees and then the Board of Trustees vote and make the final decision so whoever serves it is really not a problem but understood Ms. Elmiger's concern.

Mr. Monaghan said closing the branches is terrible and looked at the options available to the Board.
Option A: If we keep them open, we use all the reserves and then there are no reserves left for 2014.
Option B: We gut the materials so they can stay open and there are no new resources for the public.
Option C: We have a gap of \$400,000 so we close them save \$200,000 take \$200,000 from the reserves and keep \$200,000+ in the reserve and have \$100,000 for maintenance.

Mr. Brewer asked if it was a fair assessment that schools are relying on the library to provide the proper resources for its students. Mr. Brewer felt there was an Option D: The Board should go to the School Board and discuss how they can assist the library since they have cut library funds from their own budget. All Board members agreed a conversation with Dr. George should take place.

Ester Nelsen – asked about the fund raising aspect and if it would be feasible to involve the community in this process. There are many people that would like to be involved and help out to assist the library budget and its salary and wages. Ms. O'Neal suggested she send a letter to the President of the Foundation because the Foundation might be expanding its Board of Directors.

Ms. Linda Baum of May Court feels that the library could save money by being self-insured. She commented that it is the Board's responsibility to ensure the accuracy of the chargebacks before paying them. Ms. Baum said that if the Board wishes to provide tax relief to the Township, it is there duty to inform the public.

The Mayor requested that the minutes reflect the Township of Middletown's budget was introduced prior to the investigation of library charges and that the Township does not use this money to balance its budget. The fact is that the Township can no longer carry expenses that it doesn't bare. The Mayor also wanted the minutes to reflect that the filing of misconduct for excessive chargebacks from the Township to the Library to The Division of Local Government was proven to show no validity by this government entity.

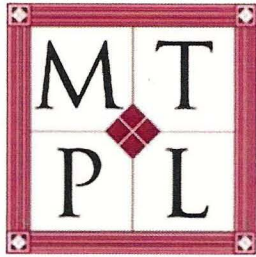
Mr. Siebert made a motion to adjourn the December 18, 2012 meeting. It was seconded by and carried by Mr. Vitkansas and carried unanimously.

Respectfully Submitted,

Vivian Breen

Secretary

November 14, 2012



Middletown Public Library

Board of Trustees

Reorganization Meeting, January 16, 2013

2013 RESOLUTIONS:

- | | |
|---------|---|
| 2013-01 | Approval of 2013 Vendor List for Exempt Library Materials Services under \$17,500 in Annual Costs |
| 2013-02 | List of Official Depository Banks |
| 2013-03 | "Buy Middletown" Purchasing Resolution |
| 2013-04 | Salary Adjustments |
| 2013-05 | Board of Trustees Required Bank Information |
| 2013-06 | Reimbursement of Library Association fees for NJLA & ALA |
| 2013-07 | Purchasing Resolution – MidWest Tape |
| 2013-08 | Purchasing Resolution – Baker & Taylor |
| 2013-09 | Purchasing Resolution – Recorded Books, LLC |
| 2013-10 | Purchasing Resolution – OCLC |
| 2013-11 | Authorization to Bid on HVAC and Control System repairs/service |
| 2013-12 | Award of Legal Counsel |
| 2013-13 | Authorization to consolidate bank accounts |
| 2013-14 | Purchasing Resolution – Gale/Cengage Learning |
| 2013-15 | Purchasing Resolution – INGRAM |

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT
CORRECTED EDITION

	A	B	C	D	E	F	G
1							
2	Revenue Sources	Municipal Funds 2013	Est. Surplus from Municipal appropriation in 2010 & 2011	State Aid	Fine & Copier Reserves, Current & Prior years	Revenue from fines, fees in 2013	Total
3	Balance Available 12-31-2012		50,000	123,726	460,570		634,296
4	Revenue Anticipated 2013	3,470,977		29,000		84,000	3,583,977
5	TOTAL REVENUE:	3,470,977	50,000	152,726	460,570	84,000	4,218,273
6							
7							
8	EXPENSES	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total
9	Salaries, Wages & Related Expenses						
10	Salaries & Wages	1,666,453					1,666,453
11	Statutory Benefits	104,000					104,000
12	Health Care	769,480					769,480
13	Unemployment Insurance	19,200					19,200
14	PERS Employer Contribution	185,000					185,000
15	Workman's Comp Insurance	104,000					104,000
16	Subtotal S,W,B	2,848,133	-	-	-	-	2,848,133
17							
18	General Operations	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total
19	Liaibility Insurance	44,460					44,460
20	Township Administrative Services	24,948					24,948
21	Township Purchasing Services	7,524					7,524
22	Township Finance Dept. Services	44,460					44,460
23	Supplies	30,000	10,000				40,000

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT
CORRECTED EDITION

	A	B	C	D	E	F	G
24	Equipment [minor]- not computers	-	1,000				1,000
25	Dues/memberships	-		597			597
26	Training	0.000		8000			8,000
27	Programs	-					-
28	Professional Services	12,500					12,500
29	Automation	23,000		30,000	20,000		73,000
30	Repairs & Maint.	-	12,000		4,000		16,000
31	Groundskeeping/Snow/Ice Removal	8,000	12,000				20,000
32	Service Contracts	30,000			40,000		70,000
33	Internet-telecommunication	15,600					15,600
34	Subtotal Operations	240,492	35,000	38,597	64,000	-	378,089
35							
36	Materials	Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total
37	Books	100,000		85,000	70,000	45,000	300,000
38	Periodicals	20,852					20,852
39	Audio Books	14,000			14,000		28,000
40	E-Books	17,500			22,500		40,000
41	Music cds	2,500			9,500		12,000
42	DVDs	15,000			22,000		37,000
43	Electronic Reference/Databases	32,000	15,000		10,000		57,000
44	Subtotal Materials	201,852	15,000	85,000	148,000	45,000	494,852
45							

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT
CORRECTED EDITION

	A	B	C	D	E	F	G
		Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total
46	Utilities						
47	Electricity	130,000					130,000
48	Telephone	14,000					14,000
49	Water	10,000					10,000
50	Gas	20,000					20,000
51	Oil	3,000					3,000
52	Sewer	3,500					3,500
53	Subtotal Utilities	180,500	-	-	-	-	180,500
55	TOTAL OPERATIONS EXPENSE Lines 34, 44 & 53	622,844	50,000	123,597	212,000	45,000	1,053,441
57	TOTAL EXPENSES BY ACCOUNT	\$ 3,470,977	\$ 50,000	\$ 123,597	\$ 212,000	\$ 45,000	\$ 3,901,574
59	Maintenance & Repair Reserve				61,000	39,000	100,000
61	Yr End BALANCE by ACCOUNT	-	-	29,129	212,000	45,000	286,129
63	TOTAL LIBRARY BUDGET	\$ 3,901,574					
65	Municipal % of Total Budget	88.96%					
66	Reserves % of TOTAL BUDGET	11.04%					

30570



ILLUSTRATION BY DEAN ROHRER

In praise of life-saving libraries

By Brian Regal

The mayor of Plainfield wants to cut the city's public library funding by half, and that city is not alone. Never mind the lost jobs. There is a larger issue here. There is a growing perception in some quarters that, in the internet age, libraries and books are useless dinosaurs from the dusty past. This is a terrible attitude and a lie.

A community that gives up on its libraries has given up on its prosperity. It has written off all but its wealthiest citizens and made knowledge acquisition — one of the bedrocks of a free society — seem a pointless exercise.

Rather than fiscal prudence, cutting or eliminating libraries shows economic and cultural shortsightedness along with an abandonment of values and the concept of the public good: something for which elected officials are supposed to fight. Public libraries are one of the most cost-effective means of producing intelligent, literate and successful citizens. They also help reduce crime, gang activity and drug use by the young. I know this from personal experience.

I was born in Newark, but my family moved across the river to Kearny. It wasn't long before I discovered the public library on Kearny Avenue. I was one of those weird kids with few friends but lots of ideas. I didn't do well at St. Cecilia's school during the day — Sister Louise once told me in front of

my classmates that she thought I was mentally handicapped — but at night, with the books I borrowed from the library, I calculated the distance from Earth to Jupiter, analyzed Lee's strategy at Gettysburg, and began to learn to read French. Every chance I had, I found a retreat at the library. It had all that polished wood, tall windows, shelves and shelves of books, and that great smell of leather bindings. I would collect a pile of texts in a quiet corner and sit on the floor and read and dream for hours. I read literature, art, science, engineering, religion, everything.

The Kearny Public Library saved my life: It instilled in me the belief that I, too, could succeed and have a life worth living.

The Kearny Public Library saved my life: It instilled in me the belief that I, too, could succeed and have a life worth living. Eventually, I traveled the world, earned a doctorate in the history of science, became an author invited to speak across America and in other countries, and a university professor whose own books are now on the shelves of libraries from New York to Princeton, Harvard, Oxford and Cambridge, Paris, Berlin and a hundred other places.

I learned an important lesson sitting on the floor of the library: Though I

walk through the valley of the shadow of death, I will fear no evil; for I have books with me.

Think of all those people, children and adults, who are right now using a public library. They will write novels, become scientists who will find the cure for your cancer, economists who will help fix your financial troubles, doctors who will keep you healthy, engineers who will re-design the Jersey Shore so that the next Sandy to come along will not cause as much destruction, a host of beneficial professions.

The use by citizens of public libraries marks the path to better things. Kids who use libraries are far more likely to go to college. Speak with a successful individual and you will find a public library in their lives. The more knowledge one has over as wide an area as possible, the more successful that person will be, regardless of the field they pursue. Our prosperity as individuals, collectively as a state and a nation, is anchored in our libraries.

Libraries are not relics of the past; they are gateways to the future. Google and Wikipedia are no match for the raw power of someone sitting down with a book and having new worlds and ideas open up to them.

Support public libraries, they support you, and they just might save your life.

Brian Regal teaches the history of science at Kean University. Share your opinion at njvoices.com.